

Career Opportunity

Applications Administrator

Classification: CL 27– 28 (depending on qualifications)
Salary Range: \$45,654 —\$88,985

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES. PROMOTION POTENTIAL TO CL-28 FOR THOSE APPOINTED AT CL-27.

POSITION SUMMARY

This position is located in the Information Technology (IT) Department of the Clerk's Office in Detroit, Michigan and reports to the Director of IT. Employee performs the most complex application systems planning, support, maintenance, and is responsible for high-level information technology project management. The employee has work assignment responsibility and is the primary liaison to the local Court Units as the SME (Subject Matter Expert) on all national court applications (FAS4T, CM/ECF, HRMIS, PACTS, CCAM, JMS, etc.).

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

- Develop specific system features to satisfy end user needs. Responsibilities may involve making adaptations to all national systems and/or participating in the planning for (and the acquisition of) a specific system for the court unit.
- Develop, modify, and run special reports for court units.
- Execute implementation of plans approved by a department manager for IT systems.
- Adapt software and documentation, perform testing, establish operating procedures, and devise security for software and data.
- Establish and calculate optimum values for database parameters.
- Develop and implement short and long-range improvement plans for the court, ensuring the changes can be implemented with minimal disruption at the court site.
- Develop data models describing data elements and how they are used.
- Maintain Court web functions.
- Test databases, correct errors, and make necessary modifications to maintain all national applications.
- Perform data backups and disaster recovery operations.
- Perform system startup and shutdown procedures and maintain control records.
- Provide user support, training, and problem resolution for systems-related problems on all national systems (FAS4T, CM/ECF, HRMIS, PACTS, CCAM, JMS, etc.).
- Specify users and user access levels for each segment of database.
- Oversee and coordinate highly complex information technology maintenance programs for supported applications, and project management for new applications.
- Modify existing database management systems and direct programmers/analysts to make changes. Assign and monitor incoming tasks of programmers/analysts.
- Manage and coordinate the timely repair of hardware including UNIX/LINUX computers, personal computers and other related communications devices and printers.
- Install, troubleshoot, and configure TCP/IP access to applications.
- In consultation with the Court Unit Executives or designees develops service level agreements.
- Performs other duties as assigned.

**Announcement
Number: 07-08**

**Date Posted: December
21, 2007**

**Closing Date: Open
Until Filled**



U.S. District Court
Eastern District of Michigan
www.mied.uscourts.gov

Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848
apply@mied.uscourts.gov
Subject: Application Admin.

Career Opportunity

Applications Administrator

CL-27-28 (depending on qualifications)
U.S. District Court
Detroit, Michigan

QUALIFICATIONS

Required: A high school diploma or equivalent with a minimum of two years (CL-27) or three years (CL-28) specialized and progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments that involved systems analysis, design, programming, implementation, integration and project coordination; including at least one year equivalent to work at the next lower level. For placement at salary levels above the minimum up to and including step 25, at least two years specialized experience equivalent to work at the next lower level is required.

Additional Required: Experience in performing basic application systems planning, support, and maintenance as related to designing, setting up, and maintaining computer systems. Proven skill in high-level information technology project management. Prior experience as a primary liaison and SME (Subject Matter Expert) between an organization and the end user. Experience performing complex network administrative duties to include developing standards, recommending network infrastructure changes, and coordinating and implementing network security.

Preferred: Prior court experience, a college degree in the IT field, and professional IT certifications. Knowledge of the following: theories, principles, practices, and usage of computer hardware and software, office database design, and data communications; capabilities, limitations, and functional applications of information technology; operating systems, servers, and workstation products; Local Area Networks (LANs) and Wide Area Networks (WANs), including systems security standards; flowcharting, form design, and control procedures; court policies, procedures, guidelines and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to coordinate and manage the work of programmers and other professional and technical staff. Skill in the following: analyzing needs and product requirement for supported applications; identifying complex problems and reviewing related information to develop and evaluate options and implement solutions for supported applications and analyzing court information technology needs, including evaluating supported applications. Experience in National Systems of the Court (FAS4T, CM/ECF, HRMIS, PACTS, JMS, etc.).

Procedures For Applying

To be assured consideration, please submit a cover letter (include announcement number), resume, **and completed application** (located on the Court website) to the address in the left of Page 1. **Incomplete submissions may not be considered.** E-mailed documents must be in WordPerfect or PDF format. Zip files and faxes will not be accepted. A general skills assessment test will be administered. Only those applicants selected for testing will be contacted.

An Equal Opportunity Employer

*All applicants must be a U.S. citizen or be eligible to work in the United States
All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.
Retention depends upon a favorable suitability determination.
All appointments also subject to mandatory electronic funds transfer*